

**Select Board Bylaws
Town of Webster, New Hampshire**

I. Purpose:

- A. These bylaws describe the methods of operation of the Webster Select Board.

II. Operation and Procedures:

A. Meetings

1. Location

All meetings of the Town of Webster Select Board shall take place in the Selectmen's office located at the Webster Town Hall, unless the Board adjourns to another location or the meeting is scheduled for another location and is properly noticed per law.

2. Day and Time

Meetings of the Board are held biweekly on Mondays and shall begin at 4:30 pm, unless noticed, and/or continued to a specific date and time.

B. Election of Board Officers

1. Chairman

Annually, at the first meeting of the new Board, the members shall choose, from among its members, a chairman. This Chairman shall continue to have all the rights, privileges, and immunities of a member of the Board.

C. Duties of the Chairman

1. Chairman

- a. The Chairman shall preside at all meetings of the Board and shall perform all duties as required by law.
- b. The Chairman shall call the meeting to order.
- c. The Chairman shall preserve order and decorum, and may participate in the discussion of any issue before the Board. The Chairman may submit reports and legislation to the Board for its consideration which shall require both motion and second by other members of the Board.
- d. The Chairman may speak to points of order in preference to other members of the Board, and shall decide all questions of order or procedure subject to appeal to the full Board.
- e. The Chairman is allowed to vote on any matter before the Board with the exception of a vote concerning the Chairman's ethical conduct.
- f. The Chairman shall recognize other Board members and the public who wish to speak.

D. Duties and Privileges of the Other Members of the Select Board

1. Duties

- a. Members shall address the Board upon recognition of the Chairman.
- b. Selectmen may submit reports and legislation upon their own motion for discussion by the Board as a whole. Comment and debate shall be confined to the matter of the question.

2. Privileges

- a. No Selectman shall be interrupted while speaking except for a point of order or correction of a mistake of fact.

E. Quorum

1. Two Selectmen shall constitute a quorum for the conduct of Town business.

F. Agenda and Meeting Conduct

1. The Administrative Assistant or any member of the Board may place a matter upon the agenda.
2. Agenda Format
 - a. The agenda will typically adhere to the following format:
 - i. Call to order
 - ii. Acknowledgment of Board members in attendance.
 - iii. Pledge
 - iv. Presentation of the Manifests for approval.
 - v. Approval of minutes.
 - vi. Department and/or committee Reports
 - a. Administration
 - b. Finance
 - c. Police
 - d. Fire
 - e. Road Agent
 - f. Others
 - vii. Old Business
 - viii. New Business
 - ix. Residents
 - b. Other items as deemed important by Board
 - x. Non-public Issues (if necessary)
 - xi. Closing comments by Selectmen
 - xii. Adjournment or continuation of session
3. Meeting Format
 - a. Roberts Rules of Order will generally be used as a guideline for conduct of all Board meetings.
4. Placement on Agenda
 - a. Persons wishing to place an item on the agenda must notify the Administrative Assistant or his/her designee before the agenda setting deadline which is 3 pm on the Wednesday preceding the Board meeting. Item topic must be given.
 - b. Persons making a presentation before the Board must provide a copy of all presentation material and documentation to the Administrative Assistant by 4 pm on the Friday preceding the meeting. Failure to do this may result in the Selectmen not addressing the item at the Board meeting.
5. Availability of the Agenda
 - a. Copies of the agenda shall be available to the Board by 4 pm of the Friday immediately before the meeting, or in the case of a meeting on a special day shall be available by 4 pm of the 3rd day preceding the day of the meeting.
 - b. Copies of the agenda shall also be made available to the general public on the day of the meeting.
6. Time allotment per Agenda item
 - a. If a discussion of an item takes longer than 10 minutes, the Chairman reserves the right to table an item and schedule the continuation of the discussion as part of the agenda of a future Board meeting (if the continuation of discussion is merited).

7. Procedures for Addressing the Board
 - a. A member of the public wishing to ask questions or make a comment shall raise his/her hand, wait to be recognized by the Chairman, state his/her name for recording and record keeping purposes, and then proceed with the question or comment.
8. Recording of Votes
 - a. Votes shall be by voice or by roll call. The vote of each member shall be recorded. A roll call vote shall be done upon the request of any Board Member and is not subject to discussion. No vote shall be reconsidered at a subsequent meeting except by majority vote of the Board.
9. Suspension of Rules
 - a. A motion to suspend rules shall be in order at any time except during discussion. A motion to suspend shall require a two thirds vote of those present and voting.

III. Amendment of Bylaws:

A. An amendment to these Bylaws may be moved and voted on by the Board.

1. Procedure for Amendment
 - a. Draft Amendments must be placed upon an agenda for discussion. A full wording of such amendment must be provided to all Board members before such meeting.
 - b. Full discussion at such meeting shall be allowed between Board Members.
 - c. A formal vote to amend cannot be taken until the next scheduled Board meeting (not a continuation of the initial meeting of discussion) and can only be placed upon such agenda upon a majority vote of members present and voting.


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Town of Webster New Hampshire**

These Select Board Bylaws were adopted by the Webster Select Board on ~~May 26, 2015~~ June 8, 2015.

Webster Select Board


Bruce Johnson, Chairman


Michael Borék, Selectman


Roger Becker, Selectman

Date of filing with the Office of the Town Clerk _____

Received by: _____
Michele Derby
Town Clerk